

# HARASSMENT AND DISCRIMINATION TRAINING

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JULY, 2021

# WHAT IS HARASSMENT?

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- Conduct that is **illegal** and a serious violation of the Company's policies and work standards.
- Actions, words, jokes, or comments based on an individual's sex or other protected class that is demeaning to another person and undermines the integrity of the employment relationship.
- **“Intent vs. Impact”** – it does not matter what a person's intent was in making the comment, gesture, etc. It is the impact on the other person that matters. **Once a person has made it clear that the message received is unwelcome, it should no longer continue.** Otherwise, it becomes harassment.

# TYPES OF ACTIONS THAT CAN BE CLASSIFIED AS HARASSMENT

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# EXAMPLES OF HARASSMENT

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- When a supervisor propositions a subordinate
- When a supervisor suggests or makes clear that the acceptance or granting of sexual favors are conditions of (future) employment
- Faxing, posting, sending, or displaying discriminatory pictures, literature, or material offensive to another
- When a person is the object of ridicule, negative stereotyping, putdown, derisive, and inappropriate behavior, gesture, or commentary
- Ogling, staring, smirking, and other visual and non-verbal behaviors
- Jokes can be considered harassment

# RESPONSIBLE INTERNET AND EMAIL USAGE

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- DO use the internet and email in a responsible, respectful way
- DO NOT use the internet and email to send co-workers jokes, news, tweets, memes, GIFs, or other materials that may be offensive or unwelcome to others
- DO report this type of conduct
- DO NOT simply tell employees to “knock it off”

# WHAT ARE EMPLOYEES TO DO?

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- Report a potentially harassing situation to his or her Supervisor or Manager
- Contact the following:
  - Human Resource Office

# DISCRIMINATION

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- What is Discrimination?
- Applicants, employees and former employees are protected from employment discrimination
- This applies to individuals in a protected class

# WHAT IS A PROTECTED CLASS

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- Age
- Gender
- Disability
- Religion
- Race
- National origin
- Familial status (having children under 18 in a household, including pregnant women)

# INTERVIEWING

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- Yes, discrimination can apply even if the person is not yet an employee

# WHAT CAN/CANT YOU ASK?

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- It is illegal to ask questions related to:
- Age
- Marital Status or family
- National Origin
- Race
- Ethnicity
- Gender
- Sexual Orientation
- Religion

## 5 KEY POINTS

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1. Prompt
2. Confidential
3. Protect Complainant
4. Impartial
5. Corrective Action